

25 March 2005

To all Paralegal NCOs in the Army National Guard and Army Reserve:

Here is some exciting news for Paralegal NCOs who are interested in taking on new challenges and increased responsibility. The Army is now offering a \$6000 bonus to qualified Paralegal NCOs (MOS 27D) who are appointed a Legal Administrator (270A) in the Army National Guard or Army Reserve.

To become eligible for this great opportunity, you must submit an application packet to the Warrant Officer Selection Board (see attached example). If selected, you will undergo thirty days of challenging training at the Warrant Officer Candidate School (WOCS), Fort Rucker, Alabama. This course is designed to welcome you to the Corps of the "Quiet Professional" while building your confidence through stressful, time-managed tasks and leadership responsibilities. After successful completion of WOCS and the Warrant Officer Basic Course at The Judge Advocate General's Legal Center and School, Charlottesville, Virginia, you will receive your bonus and become a member of a small and elite group of Legal Administrators, MOSC 270A.

To help you decide whether becoming a Legal Administrator is the right career move for you, I am including several links that contain helpful information you should consider.

First, review the [Job Description of all Legal Administrators](#) (regardless of component). If this is something you would like to further consider, you can learn more about the bonus being offered at [warrant officers here](#) (DCMilitary.com) and [here](#) (Star & Stripes).

Read more about the warrant officer accessions process in the [National Guard here](#) and the [Army Reserve here](#). The [Warrant Officer Career Center is here](#).

Finally, do not hesitate to use the points of contact for your component [from this site](#) if you have any questions.

FOR THE CHIEF WARRANT OFFICER OF THE CORPS:

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DEPARTMENT OF THE ARMY
OFFICE OF THE JUDGE ADVOCATE GENERAL
2200 ARMY PENTAGON
WASHINGTON, DC 20310-2200

REPLY TO
ATTENTION OF:

DAJA-PTW

7 March 2005

MEMORANDUM FOR ENLISTED PERSONNEL POSSESSING PMOS 27D

SUBJECT: Announcement of Active Duty JA Warrant Officer Selection Board for MOS 270A, Legal Administrator

1. References: AR 135-100 and DA Cir 601-99-1
2. The Warrant Officer Accession Board for MOS 270A/Legal Administrator will convene during the month of July 2005 to consider all properly submitted applications requesting appointment with subsequent call to active duty.
3. Applications will be routed through the applicant's chain of command. The original will be forwarded directly to HQDA (DAJA-PTW), Office of The Judge Advocate General, ATTN: CW2 Nelson, 1777 N. Kent Street, Suite 10001, Rosslyn, VA 22209-2194. Applications (original only) must be received NLT 30 JUNE 2005.
4. Prerequisites for appointment in MOS 270A (Legal Administrator):
 - a. **Military Education**: Successful completion of the Army Legal Administrator Pre-Appointment Correspondence Course. The following course completions will be accepted although no longer available for coursework: The Army Legal Office Administration Correspondence Course and the Military Paralegal Program Correspondence Course. For enrollment information, contact The Judge Advocate General's School, U.S. Army (JAGS-ADN-C), 600 Massie Road, Charlottesville, VA 22903-1781, (434) 971-3308, or visit <http://www.jagcnet.army.mil/TJAGLCS>.
 - b. **Civilian Education**: Possess a civilian education level of 14 years (2 years of college) or higher. Applicant must have completed at least six credit hours of college level English. Successful completion of the English College Level Examination Program (CLEP) is the only substitute for the English requirement.
 - c. **Military Experience**: Must be in the grade of E-5 or above and have served in PMOS 27D for at least five years.
 - d. **GT Score**: Applicants must have a General Technical (GT) aptitude area score of 110 or higher.

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5. **Staff Judge Advocate Interview (SJA):**

a. Each applicant will be personally interviewed by the Command SJA. The SJA will candidly evaluate and report on the applicant's knowledge of:

- (1) management potential,
- (2) motivation,
- (3) military bearing,
- (4) sincerity,
- (5) general physical appearance and condition,
- (6) oral communicative skills
- (7) any other matters considered appropriate.

b. The report will conclude with an evaluation of the applicant's ability and potential for assuming Legal Administrator duties in a Staff Judge Advocate office. Additionally, if the applicant has requested a waiver, the SJA will comment on whether or not he or she supports the request.

c. **Waivers.** A request for waiver must be presented in memorandum format setting forth sufficient justification. Any request for waiver must be included in the application packet. Department of the Army G-1 will act upon Active Federal Service waivers. The Judge Advocate General will act upon all other requests for waiver(s).

6. **Legal Administrator Interview:**

a. Each applicant will be interviewed by the current Legal Administrator. The legal administrator will candidly evaluate and report on the applicant's knowledge of law office administration, including but not limited to:

- (1) budget administration,
- (2) security management,
- (3) information management,
- (4) manpower management
- (5) automation management/systems.

b. The report will conclude with an evaluation of the applicant's ability and potential for assuming Legal Administrator duties in a Staff Judge Advocate office.

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c. If the applicant does not serve with a Legal Administrator or has performed duty in the current position for a short period of time (normally less than three months), the legal administrator evaluation is not required. In those cases, the SJA/JA evaluation will include areas normally covered in the Legal Administrator's evaluation.

7. Each report will be forwarded separately to HQDA, Office of The Judge Advocate General, ATTN: CW2 Nelson, 1777 N. Kent Street, Suite 10001, Rosslyn, VA 22209-2194. Contents of interview reports will not be disclosed to the applicant, except as authorized by law.

8. Application packets will contain: (A sample warrant officer application and guide can be viewed at the following website <http://www.usarec.army.mil/hq/warrant/>)

a. Cover Memorandum – The cover memorandum should request that you be appointed a warrant officer in the US Army Reserve with concurrent call to active duty and list your enclosures.

b. Chain of Command Recommendations.

c. Original DA Form 61 (Application for Appointment). Applicants will include the following statement in Item 41 (Remarks): "I was personally interviewed by (rank and name of interviewing officer) on (date of interview) at (place of interview)". The APFT height and weight statement will also be included in Item 41 IAW AR 135-100, Para 2-1 and verified by the unit commander. (Include a copy of the Body Fat worksheet if applicable).

d. DA Form 160 (Application for Active Duty).

e. Legible copies of DA Form 2-1 (Personnel Qualification Records, Parts I and II) and the Enlisted Record Brief (ERB).

f. Original DD Form 2808 (Report of Medical Examination) and Original DD Form 2807-1 (Medical History). DD Form 2808 and DD Form 2807-1 must be included in each application packet. No one will be appointed without an appropriate medical examination. The reviewing medical authority must indicate on the DD Form 2808 that the applicant: "does" or "does not" meet the medical standards for appointment as a warrant officer. DD Form 2808 must show that Alcohol and Drug Testing was accomplished IAW AR 40-501 para 2-31 (Note: Personnel reporting to Warrant Officer Candidate School (WOCS) must be able to take and pass the standard three-event APFT with no approved alternate events.)

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** According to AR 40-501, para 2-12c(2), if you have had corrective eye surgery, DD Form 2808 must state that you are not qualified for appointment as a Warrant Officer. If you fall into this category be sure to talk to your doctor about the waiver procedures to attend an officer producing school. If you run into problems contact CW2 Michele Nelson @ (703) 693-4466 or Michele.nelson@us.army.mil.

- g. Original college transcripts bearing the official stamp/seal of the institution.
- h. Correspondence course completion certificates as prescribed by para 4a above.
- i. A memorandum from your Security Manager stating (1) Security Clearance Level, (2) agency that granted it, and (3) the date granted. The memorandum must be less than 90 days old. A copy of your DA Form 873, Certificate of Clearance and/or Security Determination will **not** be accepted. (NOTE: Applicants must have an interim secret security clearance to apply, and a completed security clearance to attend WOCS, IAW DA Cir 601-99-01, para 7a.2. If the security clearance is not complete before attendance at WOCS, a waiver from WOCS is required before reporting.)
- j. Request For Waiver(s).
- k. Items not on Micro Fiche.
- l. Original signed statement of acknowledgment of Army policy concerning accommodation of religious practices by the applicant as prescribed by AR 135-100, para 2-1(5).
- m. Original signed statement of understanding for appointment as a warrant officer as prescribed by DA Circ 601-99-1, App G-1(o).
- n. Resume - The resume should list military assignments pertinent to MOS 270A and any military training or civilian education that the applicant feels is applicable for appointment as a legal administrator. The resume summary should explain the applicant's motivation for seeking appointment as a legal administrator and reflect their expectations upon completion of training and appointment as a warrant officer.
- o. Microfiche - Include the current microfiche in the application packet. The request for your OMPF will only be granted if you state in the request that it is for an Exception to Policy for Warrant Officer application. You will have to include the reason in the request. Provide your Name, Rank, SSN, and address in the request. Copies may be obtained from the Commander, USAEREC, ATTN: PCRE-Customer Service, 8899 E.

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56th Street, Indianapolis, IN 46249-5301 or faxed to DSN 699-3631 or COM (317) 510-3631. E-mail requests to custsupt@erec.army.mil.

p. Current DA Photo.

9. Applications will be submitted in standard one-inch black binders. Standard tabs will be used. The packet will be assembled in the following order:

- Tab A Cover Memo
- Tab B Chain of Command Endorsements
- Tab C DA Form 61
- Tab D DA Form 160
- Tab E DA Form 2-1 & Enlisted Record Brief (ERB)
- Tab F Physical Examination (DD Form 2808 and D Form 2807-1)
- Tab G College Transcript(s)
- Tab H Correspondence Course completion certificate(s)
- Tab I Security Clearance Statement
- Tab J Requests for Waiver (If applicable)
- Tab K Items not in Microfiche
- Tab L Statement of Religious Practices Accommodation
- Tab M Statement of Understanding for Appointment as a Warrant Officer
- Tab N Resume
- Tab O Microfiche
- Tab P Photo

10. The point of contact for this action is CW2 Michele Nelson at DSN 223-4466 or commercial (703) 693-4466 or via email at Michele.Nelson@hqda.army.mil. Please pass this information to all personnel interested in applying for appointment as a warrant officer in MOS 270A/Legal Administrator.

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CAROL E. HAUCK

CW4, JA

Warrant Officer of the Judge Advocate
General's Corps